



## Alconbury C of E Primary School Full Governing Body Minutes held on Thursday 7<sup>th</sup> March 2019 at 7.00pm

**Minutes issued March 2019**

**Membership:** Lucy Hampton, , Kathryn Day, Kelly Peck, Jane Adams, Jane Watts, Alison Fendley, Rachael Booker, Jayne France, Julie Cook, Rebecca Schofield. **Apologies:** Vanessa Watson Mandy Flaherty Philip Baker,  
**Clerk:** Pam Dowdell **Did not attend:** **Associate Member:** Hannah Mulcrone.

Points discussed	Decisions and Action	when	by whom
	JF opened the meeting with a prayer		
1. Apologies	Apologies have been received from Vanessa Watson, Mandy Flaherty and Philip Baker,		
2. Register of Pecuniary Interests	None were declared		

### Minutes of last meeting and matters arising

3. Minutes of last Meeting & Matters arising	<ul style="list-style-type: none"> <li>The Minutes of the last meeting were agreed by Governors and signed by LH</li> <li>The Governing Body values: It was decided to review these in line with the new SIP in September 19</li> <li>School email Accounts: An email account has been set up on office365 for all Governors. To comply with GDPR conditions Governors agreed that this will be the only account used for Governing Body business. There is an emailing list for all Governors, Resource committee and teaching and Learning committee set up in Office 365. A 'workspace' app will be provided as part of the new finance package. Once the system is implemented, Governors will be given access to the workspace so that Governors can access documents centrally. Governors agreed that committee minutes should be sent to all Governors not just committee members.</li> <li>Governor Visits: 4 Governors have visited since last meeting VW, PB, JA &amp; LH. Governors were reminder reminded to record their visits in the Governor Visit Log Book. 2 governors (JA &amp; JF) regularly volunteer in school. RB &amp; MF have planned visits.</li> <li>Linked Governors: LH reviewed Governor Roles and responsibilities and agreed the following. Governors were asked to contact their link teacher.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>R</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>Michela Payne</td> <td>Carly Mawhinney Steph Clitheroe</td> <td>Katie Brown</td> <td>Jill Suckling</td> <td>Kathryn Day</td> <td>Patrick Geary</td> <td>Charlie Hawkins (incl. PE Grant)</td> </tr> <tr> <td>Governor</td> <td>Alison Fendley</td> <td>Kelly Peck</td> <td>Rebecca Schofield</td> <td>Jayne France</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Philip Baker</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tbody> <tr> <td>Head Teacher</td> <td>Lucy Hampton</td> </tr> <tr> <td>Deputy/SEN/CIC</td> <td>Jane Adams</td> </tr> <tr> <td>Office</td> <td>Rachael Booker</td> </tr> <tr> <td>Teaching Assistance</td> <td>Jane Adams</td> </tr> </tbody> </table> <p>Please note LAC (looked after children) is now CIC (Children in Care).</p> <ul style="list-style-type: none"> <li>Governors agreed 17<sup>th</sup> May 2019 as the Governor Visit day.</li> </ul>	Year	R	1	2	3	4	5	6	Teacher	Michela Payne	Carly Mawhinney Steph Clitheroe	Katie Brown	Jill Suckling	Kathryn Day	Patrick Geary	Charlie Hawkins (incl. PE Grant)	Governor	Alison Fendley	Kelly Peck	Rebecca Schofield	Jayne France	Julie Cook	Vanessa Watson	Philip Baker	Head Teacher	Lucy Hampton	Deputy/SEN/CIC	Jane Adams	Office	Rachael Booker	Teaching Assistance	Jane Adams	All gov	By next meeting
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### School Improvement Pan

4. 1: 1 Leadership and Management-Nursery Provision and	<p>Wrap around care – brief update</p> <p>JW updated that numbers were increasing and on some evenings it is almost full. This was discussed at the Resources committee – next steps would be to consider employing an additional member of staff and increasing total number of pupils allowed per session. RB is going to run</p>	RB	End of Spring Term
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<p>Wrap around Care</p>	<p>an evaluation of costs vs income. Future consideration will be to consider the possibility of a Holiday Club.</p> <p>Nursery Care - Next Steps: JW updated that a meeting had been held with Alison Morris, a LA Childcare provision advisor. A report has been received and this will be sent to the Working group. LH and JW are planning to revisit preschool. Governors must ensure that due diligence is completed to protect both preschool and school.</p> <p>RS asked if Forest School concept could be provided as part of the provision. JW advised that elements could be considered but unfortunately the outdoor space available at the preschool is limited. AF will explore the idea with MP during her visit.</p> <p>Child Care Strategy for the Village: LH advised that she would like to arrange a meeting with Childcare stakeholders to setup a strategy for the village. LH &amp; PB to explore Grant funding to support work.</p> <p>The working group will meet on 22/03/19 at 9.20 to discuss progress.</p>	<p>LH</p> <p>LH VW RB JW PD</p>	<p>Summer Term</p> <p>22/3/19</p>
<p>5. 1:3 Leadership and Management</p>	<p>Update with Progress-Policies are being continually updated. There are large number of policies that now need checking with the EPM website to ensure that the versions we hold are most current.</p> <p>There are three main policies that are being prioritized so that he website can be compliant:</p> <ul style="list-style-type: none"> <li>• Teaching &amp; Learning Policy</li> <li>• Charging &amp; Remissions Policy</li> <li>• Accessibility Policy.</li> </ul> <p>RS &amp; JF offered to help with policy review.</p>	<p>JW / HM</p>	<p>End of Spr</p>
<p>6. 2:2: Personal Development, Behaviour and Welfare - Staff are equipped to manage work life balance</p>	<p>Teacher Perspective</p> <p>LH had asked KD (class teacher) to feedback on well being. KD said that this was the best school she had ever worked in.</p> <p>POSITIVES</p> <ul style="list-style-type: none"> <li>• Staff team is a huge strength – really supportive</li> <li>• Classes all have systems</li> <li>• TAs in class hugely support wellbeing – they help with instant marking and feedback to children</li> <li>• SLT are always supported – it feels like teachers are trusted</li> <li>• Planning is something that will always take time but we are helped with this by planning days, robust LTPs</li> <li>• Being allowed to take PPA time at home supports well being</li> <li>• Marking – very sensible policies – it is time consuming but when it needs to be e.g. Big Writes – but teachers are given assertive mentoring / writing conference time for this too.</li> <li>• School purchases resources that save teachers time reinventing things – Twinkl, classroom secrets, times table rockstars</li> <li>• Learning walks – far better than formal lesson observation which can be stressful and not an accurate picture</li> <li>• Parents’ evening – slim down reports are a massive help KD says these can be stressful but JW keeps them going with cups of tea.</li> <li>• Pupil progress meetings never feel stressful – they feel like an honest conversation about the children.</li> </ul> <p>THINGS TO INVESTIGATE / CONSIDER</p> <ul style="list-style-type: none"> <li>• A more efficient system of ordering for teachers and office.</li> <li>• The culture of school is very much everyone ‘mucks in’ but that can leave you feeling like you have to support everything – quite a lot of Friday night / Saturday night PTA events.</li> </ul>		

	<p>Governors asked the following questions:  What areas or tasks do teachers find time consuming but have little impact on the learning of children? KD/ JW advised that procedures are continuously being evaluated and will be changed where necessary. SLT have regular open discussion with staff.  What is the impact of pupil behaviour on staff? JW advised it can be challenging at times but Staff are supported by SLT and if necessary to deescalate the situation the children are removed from class for a short period of time.</p>		
7. 2:5 School Develop Strategies to Manage children with Anxiety	<p>Update on progress</p> <p>Detail of this covered in HT report.  Pupils have begun to plan assembly on anxiety.  Treetops questionnaires analysed and agreed to maintain it as it is but look at 1:1 counselling in addition to this.  Windfarm bid submitted to provide funding for specialist group counselling and 1:1 counselling.  4 staff attended Blue Smile 'How to build a resilient school' training.  Initial discussions held with staff and pupils about behaviour system and card system.  Continue to refer lots of pupils to CHUMs.</p>		
8. Brief Overview SIP areas not covered in detail	<p>School have had to update their MIS &amp; FINANCE systems. Scholarpack continues to be used by all teachers for registration and locating contact details.  Scholarpack  JW reported that using the system was much easier to locate data/ info for HT report.  JW / HM have transferred all of the data from Target Tracker to Scholar pack.  All teachers will now use Scholarpack for assessment – this should be a much easier process.  ACCEESS / FINANCE  Two online telephone training completed.  2 office &amp; HT logged into system  2 days training booked and system is currently being built  Saving of £1800 by sharing training with other schools and this is being hosted here.</p>		
<b>Head Teachers Report</b>			
9. Statutory Reporting and Any Other Issues	<p>JW shared her report and SIP report prior to the meeting.  Governors asked the following questions:</p> <ul style="list-style-type: none"> <li>• What is the expected number on roll be in September? Approx. same due to children starting in current years. Although the expected Sept 19 YR is 5 pupils less than the number of Y6 children leaving.</li> <li>• How do our SEN numbers compare to other schools? It is in line with other like schools as a percentage.</li> <li>• Could you explain the persistent absence figures to us? Is it 45 children or 45 instances? 45 pupils have less than 95% attendance - however at this time of year that does equate to only 5 days / 10 sessions.</li> <li>• Have parents received a fine for term time absence. Yes 2 families.</li> <li>• 2 TAs leaving at Easter, total number of hours need to be maintained during summer term. 1 post will be covered by existing TAs and the other post is being advertised. An HLTA may be leaving before the end of the school year. It is yet to be decided how or if this post will be replaced. Governors asked if an HLTA post could be covered by staff development of existing TAs. JW advised this may be an option. HM / JW to discuss this at TA perf. management</li> </ul>	HM	End of March

10. Safeguarding	HM & JW attended the CPIN meeting regarding the new threshold document and changes to social care structure. Provider policies required to support SCR information. A vision panel has been installed in the PPA room door.		
<b>SFVS</b>			
11. SVFS Audit	SFVS – RB has reviewed and suggested that Governors should completed a skills audit. RB & PD to finalise and complete before submitting by 31 <sup>st</sup> March. All Governors agreed.	RB/PD	31 <sup>st</sup> March
<b>Update on Projects and Other Issues</b>			
12. Maintenance/ improvement of School building	<ul style="list-style-type: none"> <li>Elm Classroom Flooring has been replaced and a grant application has been submitted so that funding is available to install additional storage and replace the sink.</li> <li>Kitchen – PB has visited school to discuss the requirements and replacement of the kitchen equipment to comply with Health and Safety requirements. There is a finance risk of between £3K and £8K.</li> </ul>		
13. Budget	Brief Overview – And Potential Future Issues At the end of February the projected carry forward is approx. £20K. This is likely to be £22K short in order to balance 19/20 budget so saving will need to be made. Funding and first draft budget build will take place on Friday 8 <sup>th</sup> March during meeting with Jane Green (SFA). For further information on please refer to Resource minutes.		
<b>Policies</b>			
14. Standing item	Governors approve updated policies – no policies to be approved this meeting.		
<b>Governor Training/Development</b>			
15. School Funding Overview	How are we funded and why is it like that? Brief overview for New Governors and refresher for Existing governors as we come into budget season! LH shared a report (see attached) which explained how schools are funded. Governors had a general discussion on funding. PD & JW advised that during 18/19 Miscellaneous income of £7,000 received from easyfundraising / school lottery / Parents etc. & Grant funding of £14,200 (lottery /windfarm) & £15,000 one off donation.		
<b>Updates, information and regular items</b>			
16. Committee Minutes	No governors had any questions on the committee minutes.		
17. A.O.B.	LH advised that due to Parish commitments MF was going to stand down as a foundation Governor. Ely Diocese will formally appoint another Governor in due course. LH had received a request for a parent who lives in The Stukeley to ask if the Governors would support a request for the Stukeley to be moved from St Peter's school catchment to the Sawtry Village Academy Catchment. Governors agreed to send a supporting letter. The meeting closed at 8.45pm	March 18	LH
18. Next meeting	<b>Full Governing Body Meeting Thurs 25<sup>th</sup> April 2019 at 7pm.</b>		
<b>Dates of future meetings and events</b>			<b>Comments</b>
<b>Full Governing Body Meeting</b> Thursday 27 <sup>th</sup> June 2019 at 7pm <b>Resources Committee Meeting –</b> Thursday 25 <sup>th</sup> April 19 at 6pm <b>Teaching &amp; Learning Committee Meeting –</b> Tuesday 30 <sup>th</sup> April 2019 at 6pm <b>Pay Review</b> July 19		<b>Property Manager</b> (Strictly Education) 20 <sup>th</sup> June 2019 @1.30pm <b>School Finance Advisor - Jane Green</b> Spring Term Meeting 8 <sup>th</sup> March at 9.30am Budget Build 24 <sup>th</sup> April 2019 at 7pm	